NEBRASKA AdministrativeServices
State Personnel Division

Create a Pre-Hire & Hire an Employee

People · Service · Business
LINK

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Log in to Employee Work Center

1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.

Employee Look-up – IMPORTANT FIRST STEP !!!

Search for the person in the Employee Work Center (EWC) AND the Payroll & Financial Center (P&FC)

Before entering ANY hire into the EWC, you need to first check to see if they already exist as a Pre-Hire or as an employee in the EWC. Even if you do not find them in the EWC, you also need to check the P&FC to see if they were previously employed by the State of Nebraska.

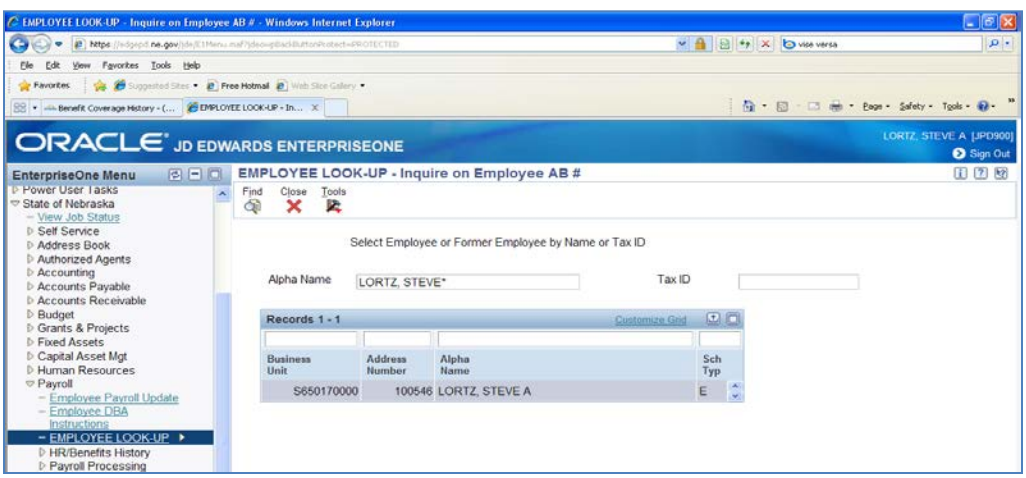
Search for the person in EWC:

1. Type the **Social Security Number** in the search field. If you get no results, try searching for the person's name. (They could have a Pre-Hire record, which doesn't require a SSN, but no employee record.)

Search for the person in the P&FC:

1. Log in.
2. Under State of Nebraska > Payroll, click **EMPLOYEE LOOK-UP**.
3. Look for the employee, either by Social Security Number or name.

We recommend you look up the person by her/his Social Security Number; more than likely, it will be more reliable … the name could be different, or a person might have used a middle name or initial one time and not another, etc.



If she/he has an employee record in the P&FC, write down the Employee ID (formerly known as address book number).

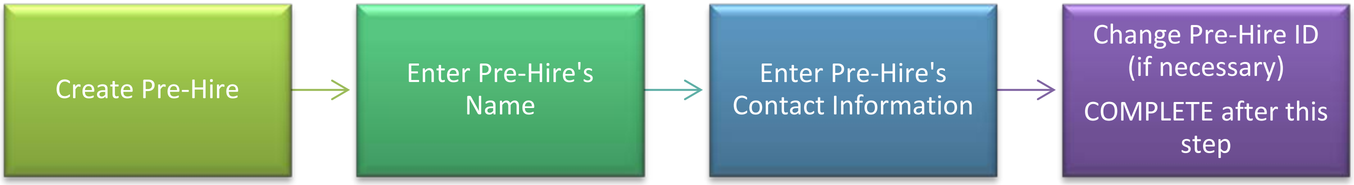
The record must be as an ex-employee (Sch Type X) or current employee (Sch Type E). If they exist as another type, e.g., PP, V, C, you do not need the address book number.

If she/he was previously employed, her/his Pre-Hire ID and employee ID will need to be changed to the previous Employee ID number. Instructions for changing those IDs are included at the appropriate step in the Create Pre-Hire & Hire Employee processes.

IF you do not edit the IDs, the record will be rejected by the Payroll & Financial Center because of duplicate SSN.

Create a Pre-Hire Process Flow

1. Create Pre-Hire.
2. Enter Pre-Hire's Name.
3. Enter Pre-Hire's Contact Information.
4. Edit Pre-Hire ID (if necessary).



Create a Pre-Hire Checklist

You will need the following items to create a Pre-Hire:

- ☐ Pre-Hire's name.
- ☐ ID number (if previously employed with the state).
- ☐ Pre-Hire contact information (the system requires at least one form of contact, e.g., FULL mailing address OR phone number OR email address).

A phone number is NOT REQUIRED for the Pre-Hire to be created.

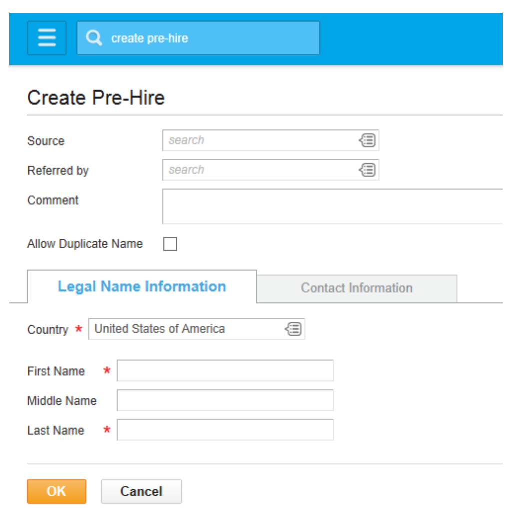
Create a Pre-Hire

This process is for agencies that do not use the Recruitment and Selection Center.

Before creating the Pre-Hire, see these instructions to look up the person in the Employee Work Center AND in the Payroll & Financial Center to see if she/he was previously employed with the State of Nebraska. If she/he is in either system, record her/his employee ID number to use in the Employee Work Center.

Directions for editing the Pre-Hire ID and/or the Employee ID are listed in the correct location of this guide.

1. Type **Create Pre-Hire** in the **Search** box, press enter, and then click **Create Pre-Hire** task.



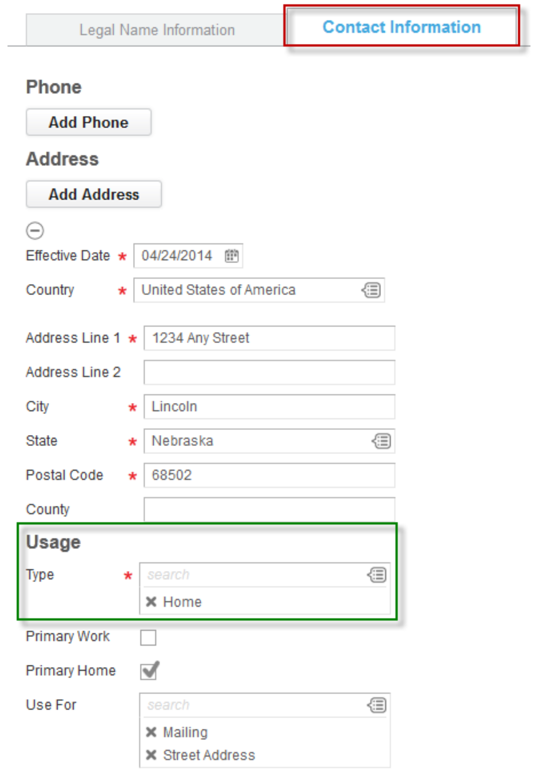
Create Pre-Hire screen:

1. **Source** – click the search prompt to select the Pre-Hire source.
2. **Referred by** – click the search prompt to select the employee who referred this Pre-Hire, if applicable.
3. **Comment** – enter any applicable comments with this position/ Pre-Hire.
4. **Allow Duplicate Name** – check the box if you want the system to allow duplicate names.

   If you do not check this box, you can't have two employees with the same name (e.g., Jane Smith) in the system.

5. **Legal Name Information** – enter the Pre-Hire's name into the applicable fields.
6. The **Country** field defaults to United States of America; however, it can be changed.

Contact Information screen:



1. **Contact Information (see screenshot below)** – click the tab (red rectangle) to enter the Pre-Hire's home mailing address OR phone numbers OR email addresses.

   You are required to enter at least one type of contact, either a complete home mailing address, including street address, city, state, and postal code OR a phone number OR an email address. You are NOT REQUIRED to enter a phone number if other contact information is entered.

   ****** PLEASE: DO NOT enter "dummy" phone numbers ******

   Regardless which contact information you enter, in the usage area, in the type select box, you are required to select either home or work (green rectangle).

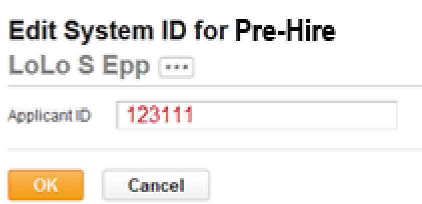
   If you enter a work email, their username and password will be automatically sent to the employee. If the employee does not have a work email, the information will be sent to the Security Partner (Authorized Agent) for the agency.

2. Choose one of the following:
   a. **OK** – to move forward in the process.
   b. **Cancel** – to cancel the process.
3. If you click OK you will receive a confirmation screen that you have successfully created a Pre-Hire.
4. Click **Close**.

Edit Pre-Hire ID

If this person was a previous State employee, you will need to enter her/his Employee ID that was used previously in the P&FC.

1. Search for the Pre-Hire's name, and then press enter.
2. Click **Related Actions** icon to the right of the name.
3. Go to Personal Data, and then click Edit System ID.
4. Type the **Pre-Hire ID** to match what is assigned in the Payroll & Financial Center.

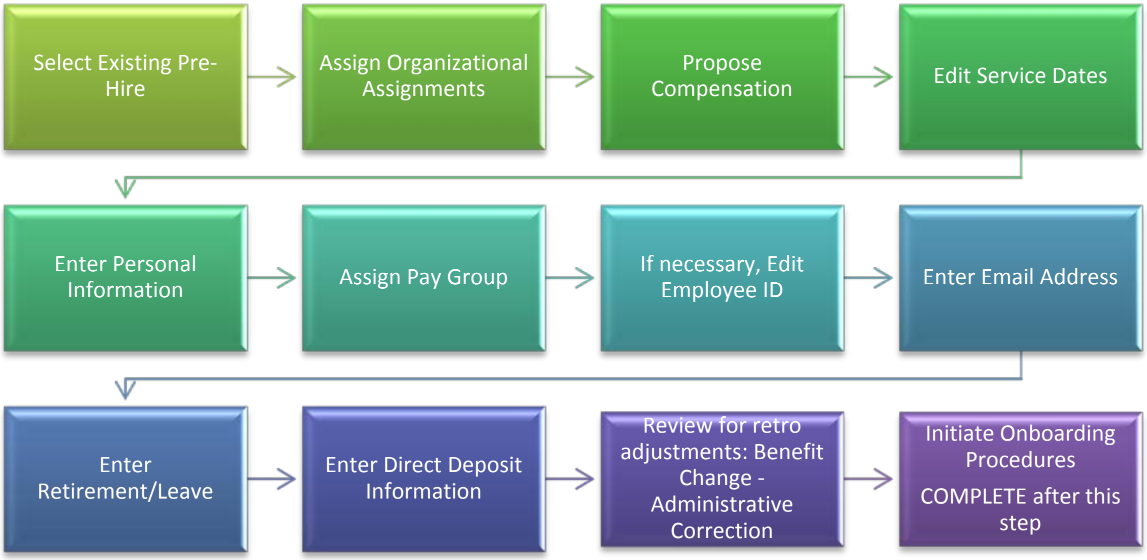


5. Click **OK** and then **Close.**

Hire an Employee Process Flow

1. Select Existing Pre-Hire.
2. Assign Organizational Assignments.
3. Propose Compensation.
4. Edit Service Dates.
5. Enter Personal Information.
6. Assign Pay Group.
7. If necessary, Edit Employee ID.

8. Enter Email Address.
9. Enter Retirement/Leave.
10. Enter Direct Deposit Information.
11. Review for retro adjustments: Benefit Change - Administrative Correction.
12. Initiate Onboarding Procedures.



Hire an Employee Checklist

You will need the following items to hire an employee:

- ☐ Pre-Hire Name and ID number (IF previously employed by the state).
- ☐ Hire Date.
- ☐ Vacant Position Number and Title.
- ☐ Employee Type (Regular, Intern, SOS Temporary, etc.)
- ☐ Job Profile (Job Code).
- ☐ Time Type (full time/part time).
- ☐ Location of Position.
- ☐ Pay Rate Type (Hourly Exempt, Hourly Non-Exempt, etc.)
- ☐ Cost Center (Home Business Unit).
- ☐ Security Business Unit.
- ☐ Rate of Pay.
- ☐ Service Dates (Continuous Service Dates {a.k.a., Adjusted Service Dates}, Original Hire Date from P&FC, if previously employed by the State, etc.)
- ☐ Employee's Social Security Number and I-9 Information.
- ☐ Employee's Personal Information (Gender, Marital Status, Disability, etc.)
- ☐ Pay Group (Bi-Weekly-10 day lag, Monthly-15 day lag, etc.)
- ☐ Employee's Work Email Address (the employee's User Name and password will be sent to the employee through their work email address; if the employee does not have a work email address, it will be sent to the agency's Security Partner).
- ☐ Employee's Direct Deposit Information.

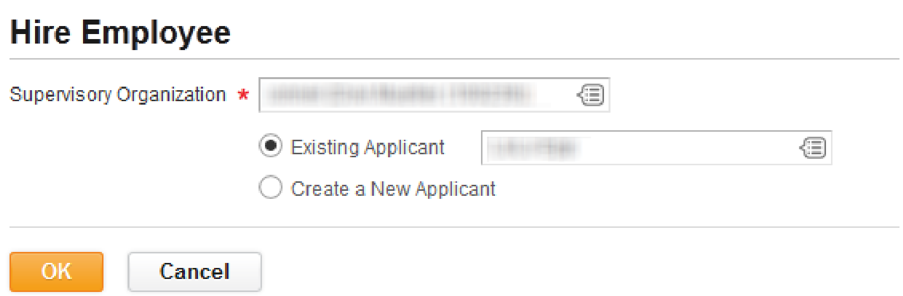
A phone number is NOT REQUIRED for a new employee record … some form of contact IS required, but the phone number fields DO NOT have to be completed.

Hire an Employee

This process is for agencies that DO use the Recruitment and Selection Center.

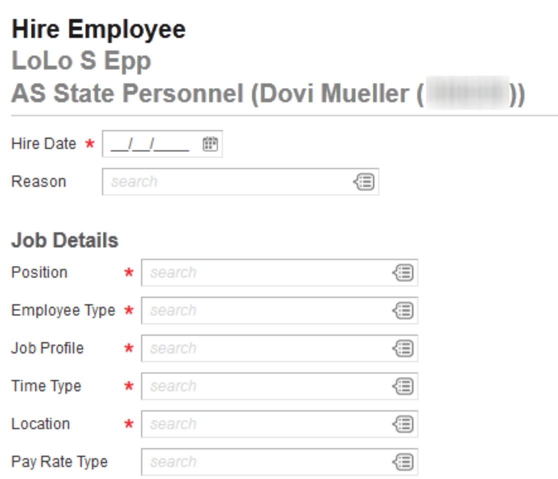
> ***Before hiring the employee, see these instructions to look up the person in the Employee Work Center AND in the Payroll & Financial Center to see if she/he was previously employed with the State of Nebraska. If she/he is in either system, record her/his employee ID number to use in the Employee Work Center.***
>
> ***There needs to be a vacant position in the specific sup org in order for you to hire someone into that sup org. If you have not yet created the vacant position, or if there is not an unfilled position in that sup org, you will need to create one before proceeding. You can cancel this process, and do the Create Position business process, and then start over on the hire B.P.***

1. Either do a or b:
    a. Type **Hire Employee** in the search box and then click **Hire Employee** task.
    b. Search for and click Pre-Hire record. Click **Related Actions** icon to the right of the name, and then go to **Hire > Hire Employee**.
2. In the **Supervisory Organization** field, either type the supervisor's name or supervisor's Employee ID, and then press enter.
    a. If there is more than one supervisory organization for that supervisor, be sure to select the correct organization from the drop down list.



3. If you did a. above, click **Existing Pre-Hire**, and then type the Pre-Hire's name to search for the Pre-Hire. This is only used if the Pre-Hire record has been entered into the system prior to hiring.
4. If you did b. above, the Pre-Hire's name will already be populated into the Existing Pre-Hire field.

Hire Employee screen



1. **Hire Date** (* required) – enter the hire date for the Pre-Hire. You can use the calendar icon to select the date information.

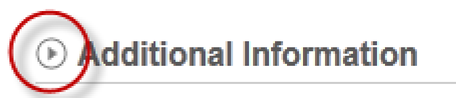
> ***You need to ensure that you use the date on or after the date the position is/was available.***

2. **Reason** – click the search prompt to select the appropriate reason to hire into this position. Your options are:
    a. New Hire > Hew Hire.

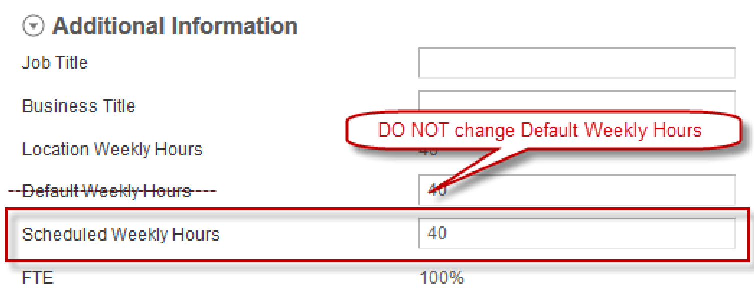
   b. Rehire > New Hire - Different Agency.
   c. Rehire > Rehire - Same Agency.
3. Job Details:
   a. **Position** (* required) – either type the position number, or part of the job title, or click the prompt icon to select the correct position number.
   b. **Employee Type** (* required) – auto-populated.
   c. **Job Profile** (* required) – you will need to select the appropriate job profile code.
   d. **Time Type** (* required) – auto-populated.
   e. **Location** (* required) – auto-populated, but can be changed.
   f. **Pay Rate Type** – select the appropriate overtime designation.

   The pay rate type should match the compensation plan that you choose (e.g. Hourly Non-Exempt for an Hourly Compensation Plan; Salary Non-Exempt for a Salary Plan)

4. **Additional Information** – click the expand arrow to enter additional information about this position.



If this will be a part-time employee, you need to change the Scheduled Weekly Hours field on this screen. NOTE: DO NOT change the Default Weekly Hours field – that should always be 40.



5. **Comments** – enter any additional comments for this Pre-Hire/position.
6. Select one of the following:
   a. **Submit** – to submit and move to the next step in the hire process.
   b. **Save for Later** – to save your changes but not submit.
   c. **Cancel** – cancel the process and return the item to your Inbox.
7. If you click Submit, you will be directed to the next step … change organization assignments. Click **Open.**

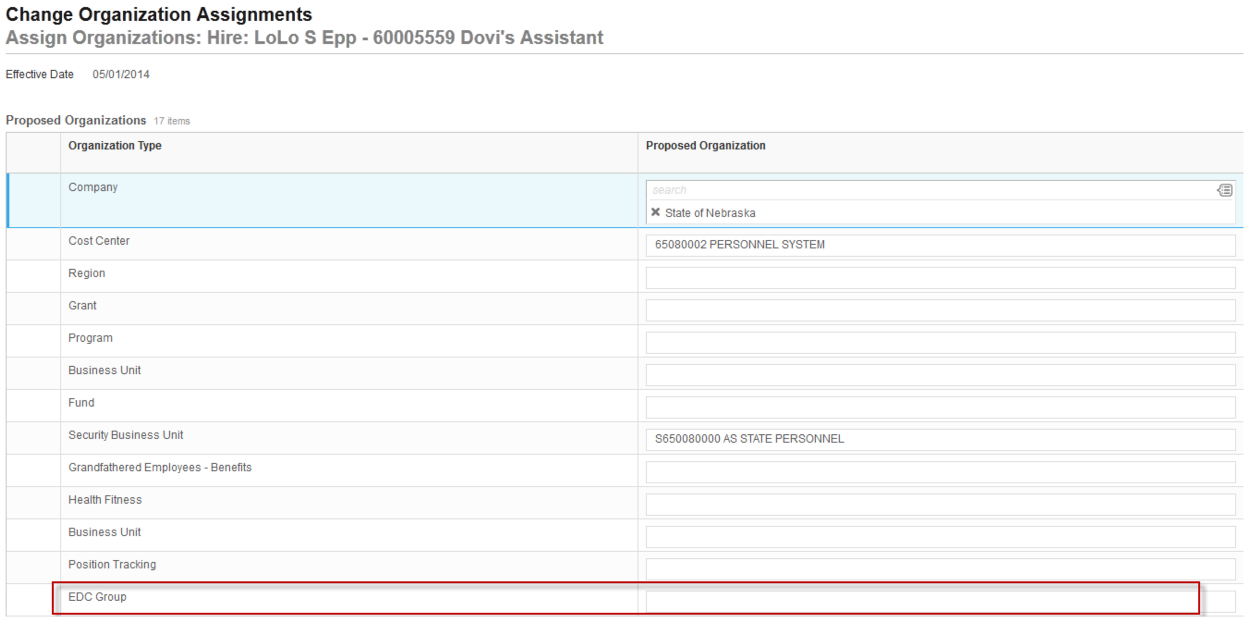
Assign Organizations

The organizational assignments are automatically populated from when the position was created. You can change the organizational assignments from this screen.

You might want to consider selecting the correct EDC Group at this point … that way, you won't have to do it later.

The fields that NEED to be populated are: Company (defaults to State of Nebraska), Cost Center, and Security Business Unit fields.

The Cost Center was previously known as the Home Business Unit.



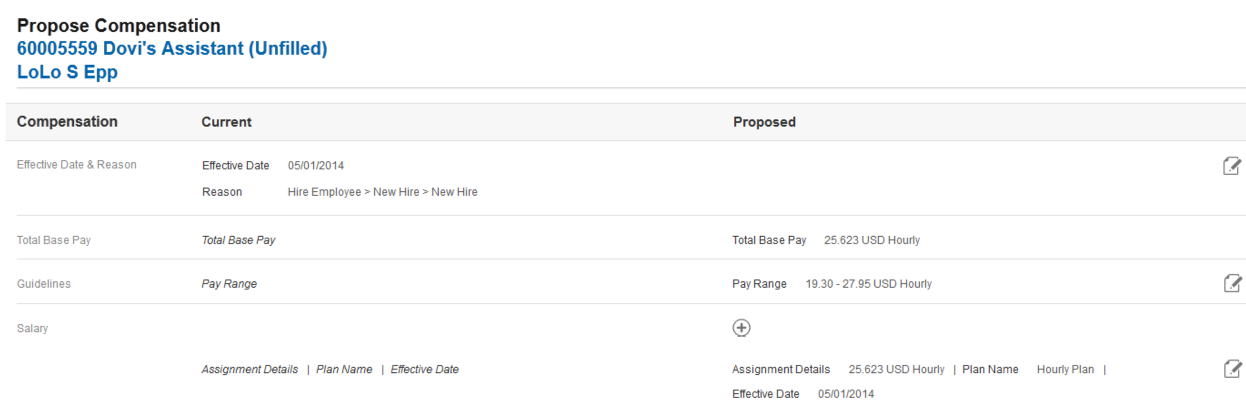
13. Select one of the following:
    a. **Submit** – to submit and move to the next step in the hire process.
    b. **Save for Later** – to save your changes but not submit.
    c. **Cancel** – cancel the process and return the item to your Inbox.

If you click Submit, you will be directed to the next step to propose compensation. Click **Open.**

Propose Compensation

The compensation pay range for the Guidelines row will automatically populate based on the job profile code entered.

Propose Compensation screen:



1. **Summary:** includes the following information:
    a. **Effective Date** – this displays the date that this compensation became effective (based on hire date)
    b. **Reason** – Either New Hire or Rehire
2. Compensation includes the following information:
    a. **Total Base Pay** – displays the total base pay for the position (there will not be an amount unless you enter a Salary Plan). You do not need to do anything with this row.

b. **Guidelines** – this displays the pay range (minimum and maximum) for this job title. You do not need to do anything with this row if the pay range is displayed in the Proposed column.

c. If there is no pay range displayed, you need to do the following:

   i. Click the paper and pencil icon in the **Proposed** column of the Guidelines Row.

   ii. Click the prompt icon of the Compensation Package field. Choose All Compensation Packages, then All State Employees Compensation Package.

   iii. In the Grade field, click the prompt icon and then All Compensation Grades in Compensation Package and select the position Job Code unless the job code is an N, EDB, EDO or EDR code. If an "N" code, select Non-classified. If an EDB, EDO or EDR code, select the corresponding pay grade number.

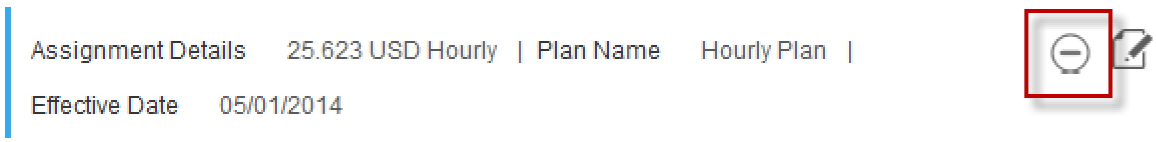
   iv. Click Done. (You do not need to fill in the Grade Profile and Step fields.)

   v. Click anywhere else on the page.

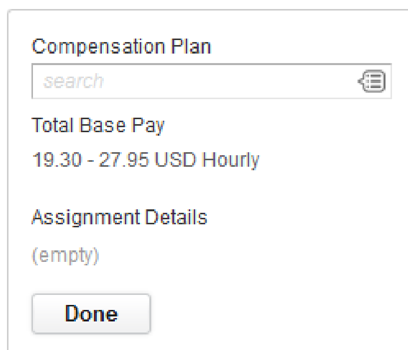
d. Salary Plan

   i. If there is no plan listed, you need to add it. Click the plus sign in the **Proposed** column of the **Salary** row.

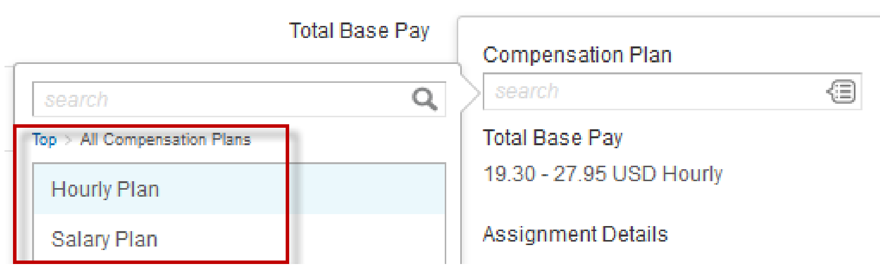
   ii. If the compensation plan defaulted to a Salary Plan and you need an Hourly Plan (or vice versa), you first need to remove the current plan. Do this by hovering over the current plan and then clicking the minus sign (see screenshot). THEN, do step 2.d.i.



e. When you click the plus sign, it will open the Compensation Plan screen.

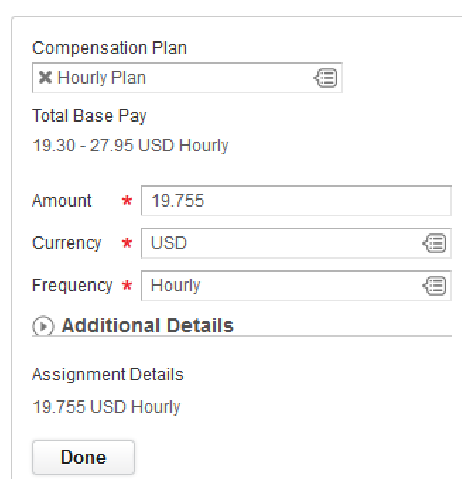


f. For Compensation Plan, click the prompt, then click **All Compensation Plans,** and then select **Hourly Plan** or **Salary Plan**, whichever fits the guidelines for this position.



g. Enter the pay rate in the **Amount** field.

Ensure that the Frequency is Hourly if you selected an Hourly Plan. If you selected a Salary Plan, the frequency needs to be either Annual or Hourly depending on the pay rate you entered in the Amount field.



h. Click **Done.**

i. Click anywhere else on the screen to see your changes.

You will not enter information in the fields on the following lines:

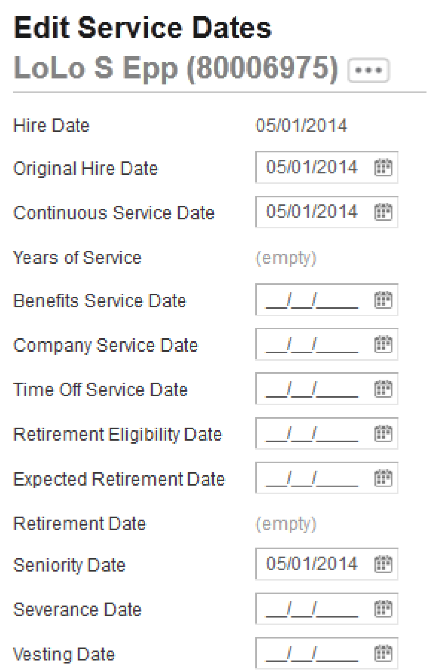
   1. Hourly

2. Period Salary
3. Unit Salary
4. Allowance
5. Merit
6. Bonus
7. Stock
8. Commission

3. **Comments** – enter any comments.
4. Select one of the following:
    a. **Approve** – to approve the compensation plan and move to the next step in the hire process.
    b. **Deny** – to deny the compensation plan and stop the entire hire process.
    c. **Save for Later** – to save your changes but not submit; returns the item to your Inbox.
    d. **Close** – to close the compensation screen without saving changes; returns the item to your Inbox.

Edit Service Dates

Once you receive approval from State Personnel and State Budget Division (if required), you will have a **Service Dates Change** task in your **Inbox**. Click **Open.**



1. The **Hire Date** defaults in.
2. The **Original Hire Date** will default to the most recent Hire Date unless they have a previous work record in the Employee Work Center.

    If the employee already has a record in the Payroll & Financial Center, then you need to change the Original Hire Date on this screen to match the Original Hire Date that is in the Payroll & Financial Center or this record will not be accepted in the Payroll & Financial Center.

3. The **Continuous Service Date** (Adjusted Service Date) will default to the Hire Date as well. If the employee is a rehire and is eligible to be credited with prior service, change this date accordingly.
4. Enter the **Company Service Date** (the date the employee started with your agency).
5. The **Seniority Date** will default to the Hire Date. You can change it, if necessary on this screen.

    This is an editable field. Some agencies use this for Classification Seniority.

6. Click **Submit**.

You will be directed to the next step to Edit ID Information. Click **Open**.

Edit ID Information

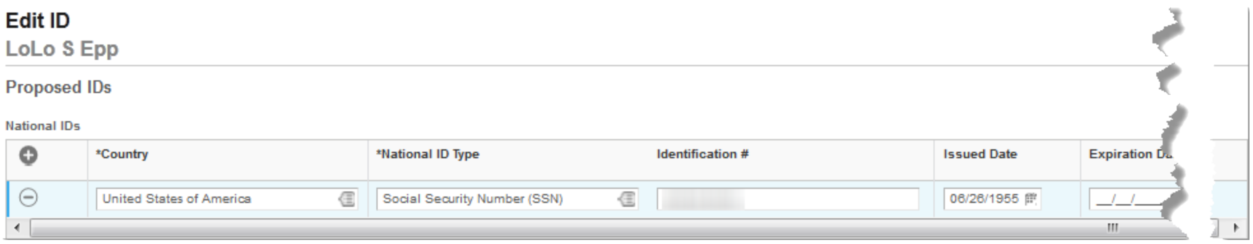
This is where you enter the employee's social security number and I-9 information. If you do not have their I-9 information yet, you still need to enter a social security number to proceed.

1. Click the plus sign to add an ID under the appropriate section (e.g. National IDs, Passports, Licenses, etc.). If you wish to delete an ID, click the minus sign next to the ID row. You will need two forms of ID for the I-9 information unless you have a passport.
2. Select one of the following:
    a. **Approve** – to approve the ID information and move to the next step.
    b. **Deny** – to deny the ID information and cancel the process.

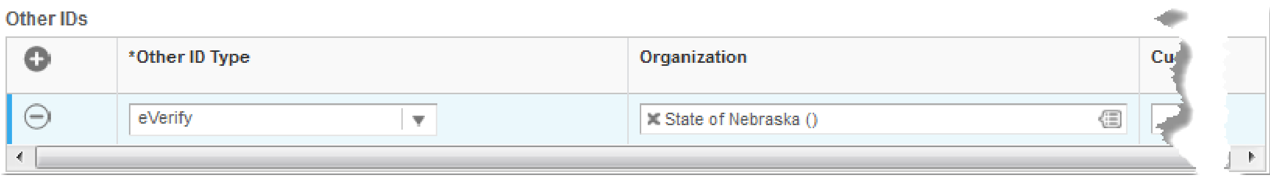
c. **Cancel** – to cancel changes and return item to your Inbox.

You will need to use the Employee Lookup in the Payroll & Financial Center to see if the person was previously employed with the State. The Employee Work Center will allow you to enter a duplicate social security number, but the process will error out with the integration into the Payment & Financial Center.

When entering a Driver's License, select Driver's License, then Issued by Country Region, and type the State in the search field.



The E-Verify confirmation number for this employee will be listed in the **Other IDs** section. State Personnel will enter the E-Verify confirmation number into EWC and email the agency.



You will be directed to the next step to change personal information. Click **Open**.

Personal Information

You will enter the personal information about the employee from this screen.

To enter information into one of these fields, click the paper and pencil icon on the right side of the page for the specific item. Where applicable, select from a drop-down menu. Be sure to complete all fields for each item, e.g., the following items have more than one field in which to enter information: Marital Status, Ethnicity, Disability, and Military Service.

1. Personal Information includes:
   a. Gender.
   b. Date of Birth.
      i. Age (automatically calculated when date of birth is entered).
   c. Marital Status.
      i. In Marital Status, click the prompt to select the correct status.
      ii. Add a Marital Status Date.
   d. Ethnicity.
      i. First, check the box as to whether or not the person is Hispanic or Latino.
      ii. In Ethnicity, click the prompt icon, and select the correct Ethnicity for the person.
   e. Disability.
   f. Citizenship Status.
   g. Military Service (you can add attachments to this section).

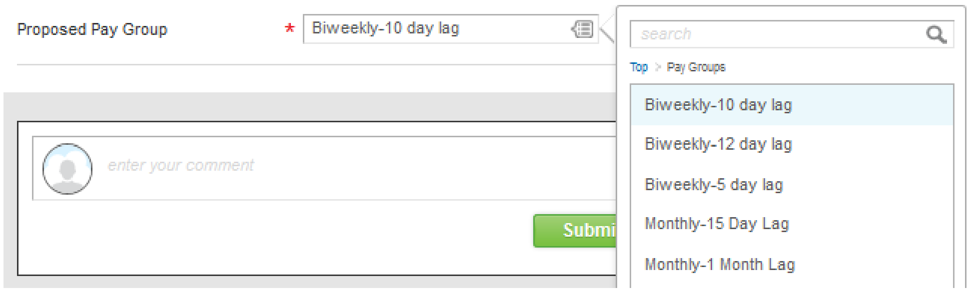
Click the plus sign to add military records.

2. Select one of the following:
   a. **Submit** – to submit the personal information
   b. **Save for Later** – to save the information but not submit; returns item to your Inbox.
   c. **Cancel** – to cancel changes and return item to your Inbox.

If you click Submit, you will be directed to the next step to assign pay group. Click **Open**.

Assign Pay Group

1. Enter the **Proposed Pay Group** (* required) to send to the Payroll & Financial Center. Click **Pay Groups**, and then pick one of the following:
   a. Biweekly-10 day lag.
   b. Biweekly-12 day lag.
   c. Biweekly-5 day lag.
   d. Monthly-15 day lag.
   e. Monthly-1 month lag.



2. Select one of the following:
   a. **Submit** – to submit the pay group and move to the next step.
   b. **Save for Later** – to save the information but not submit; returns item to your Inbox.
   c. **Cancel** – to cancel the process and not save changes; returns item to your Inbox.

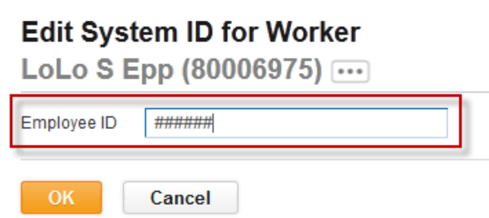
If you are a classified agency, this action now moves to State Personnel and State Budget Office for approval. After they approve, the employee record is created in the Employee Work Center.

IMPORTANT STEP IN THE HIRE PROCESS!

The Assign Pay Group is the "completion step" of the overall hire process. The next step in the hire process is a **To Do** to Enter Worker's Work Email Address.

However, at this point, we are going to "fix" the Employee ID, if necessary. IF you need to correct the Employee ID because you found a prior employee record, **DO NOT** click the To Do. **Instead, do the following steps:**

Edit Employee ID



1. Search for and click the employee's name.
2. Click **Related Actions** icon to the right of the name, and then go to **Worker History**, and click **Edit System ID**.
3. In the **Employee ID** field, highlight the number already there, and then type the previous employee ID from the Payroll & Financial Center. Click **OK**.

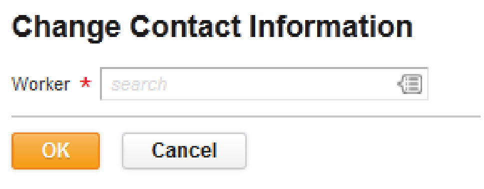
If you change the System ID, you will have an item in your Inbox.

When you are done modifying the employee ID, you will need to return and complete the rest of the "Hire Employee" steps.

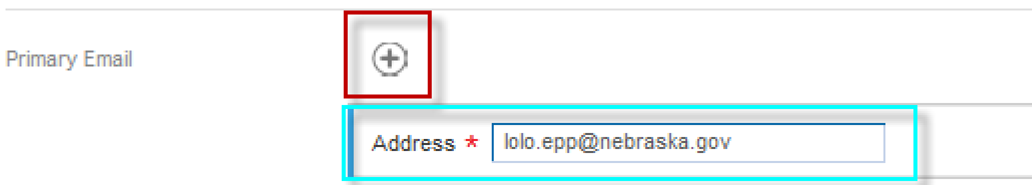
Enter Worker's Work Email Address

This is a **To Do** to remind you to enter the worker's work email address. The system will send User Name and Password information to the employee via email, if a work email is entered. If the person does not have a work email, their User Name and Password will be sent to the Security Partner (Authorized Agent) for the agency.

1. You cannot actually enter the email address from here, but, you can get there from here.
2. Click the button/link to Change Contact Information.
3. Type the employee ID or the employee name in the Worker box, and then press enter.



4. Click **OK**.
5. Click **Edit**.
6. Under **Work Contact Information**, go to **Primary Email**, click the plus sign (red rectangle) and enter the employee's work email address (cyan rectangle).



7. Click **Done**.

This **To Do** will remain in your Inbox until you mark it **Done.** If you entered an email address, and didn't click Done, go back to your Inbox, click the task, and then click **Submit**.

Enter Retirement/Leave

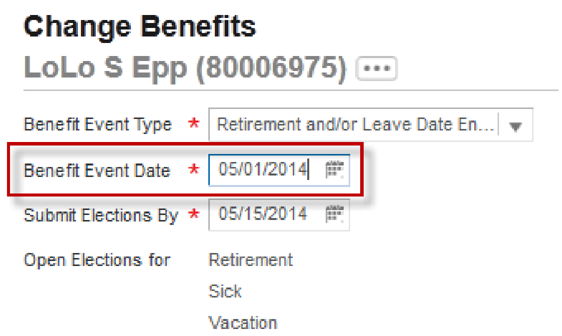
You will need to manually enter a new employee's retirement/leave if you are hiring an employee from a previous date. If you click this To Do button, you will see the following instructions:

> ***You have recently had an employee who experienced a employment status change. If you have to enter Retirement and / or Leaves please follow the following path: use the Retirement and/or Leave Date Entry event to add the correct retirement/leave for your new hire start date. Access this event off of the new hire's name --> Related Actions --> Benefits --> Change Benefits and then select the 'Retirement/Leave Change' event and for the effective date, use the employee's hire date as the event date. If your employee does not have retirement or leaves or they did not change do to the employment status change please disregard this reminder. Thank you.***

You will need to do the following:

1. Type the employee name in the search box, and then press enter.
2. Click **Related Actions** icon to the right of the name. Click **Benefits**, and then select **Change Benefits**.
3. In the **Benefit Event Type**, select one of the following:
    a. Retirement and/or Leave Date Entry Biweekly.
    b. Retirement and/or Leave Date Entry Monthly.

4. In the **Benefit Event Date**, enter the **hire date** (effective date), and then Tab to the next field.
   Unlike when you set up new employee's benefits, you need to use the actual hire date here.
   The Submit Elections By is a calculated field, so it will auto-populate.



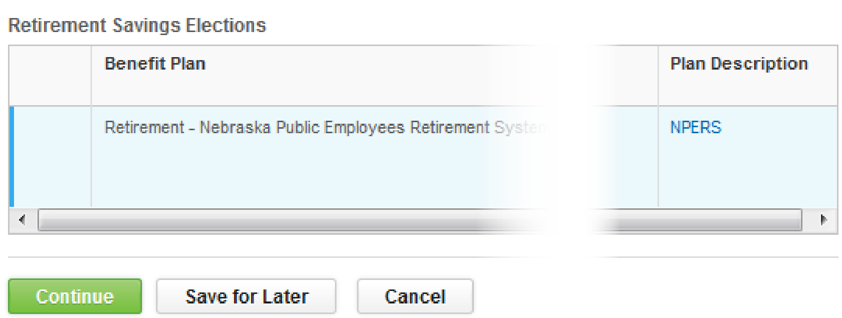
5. After completing, select one of the following:
   a. **Submit** – to submit the benefit change.
   b. **Save for Later** – to save the information but not submit.
   c. **Cancel** – to cancel the process; does not save changes and returns item to your Inbox.

If you click Submit, you will be directed to the next step, which is **Change Benefit Elections**. Click **Open.**

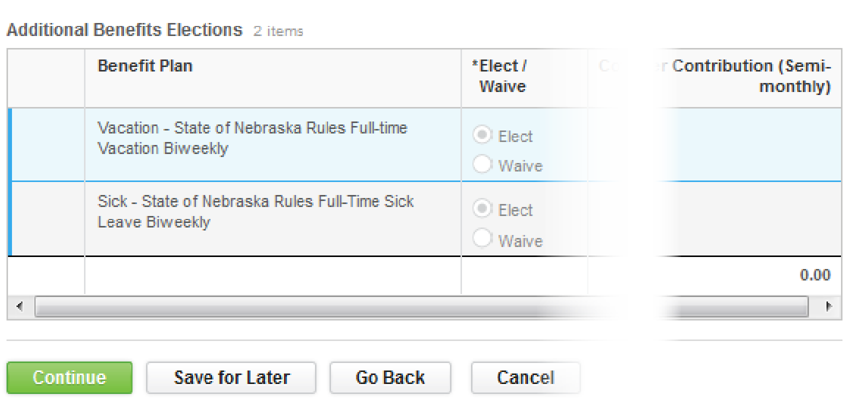
Change Benefit Elections

1. On both **Retirement Savings Elections** and **Additional Benefits Elections** (the leave elections), you can click **Continue** because the information is auto-populated.

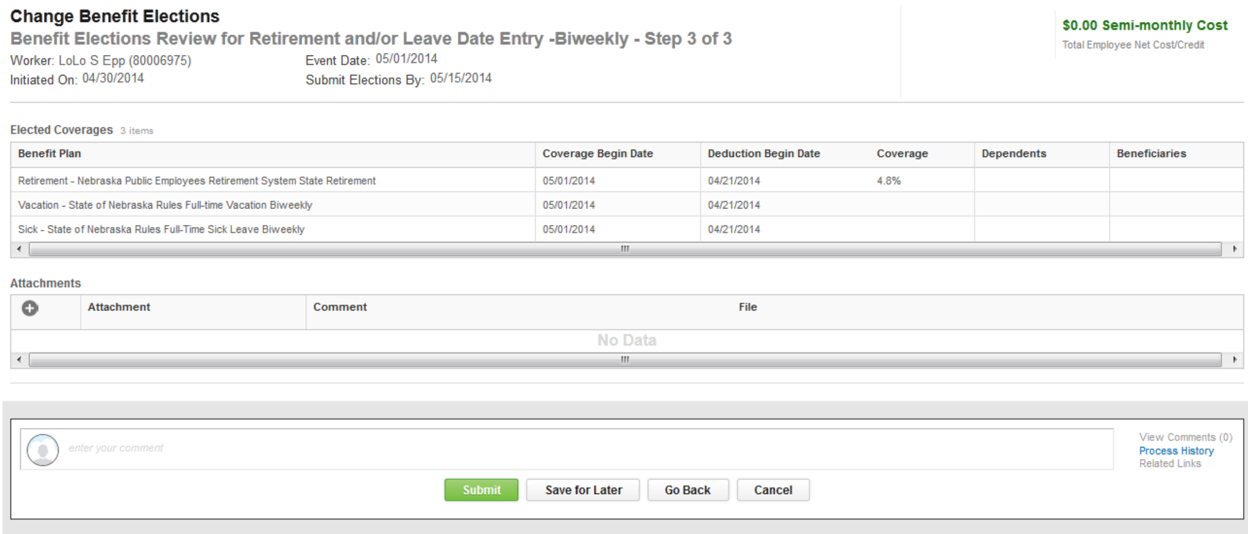
Retirement screen:



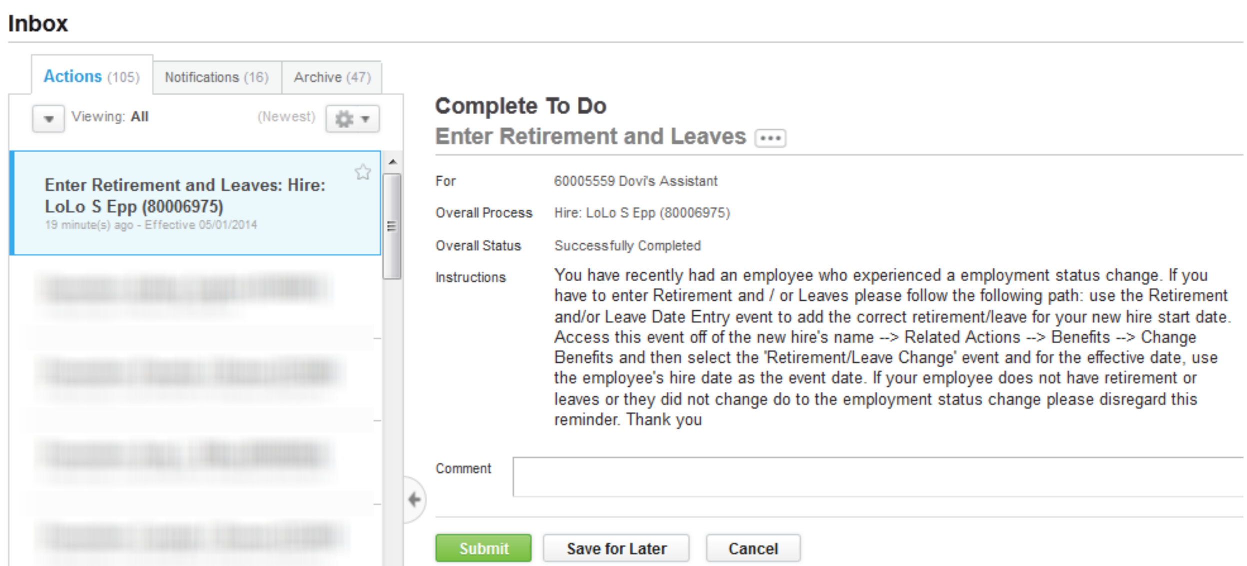
Leaves screen:



2. On the Benefit Elections Review screen, click Submit.

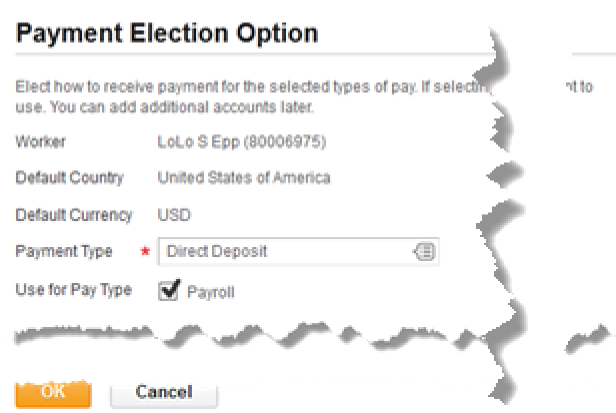


3. On the **Submit Elections Confirmation** screen, you can either click **Print** or **Close**.
4. Go back to your Inbox, select the item for this step, and then click **Submit.** This completes that step.



Once you click Submit above, you will see Up Next, Enter Direct Deposit Information for the employee. Click **To Do**.

Enter Direct Deposit Information



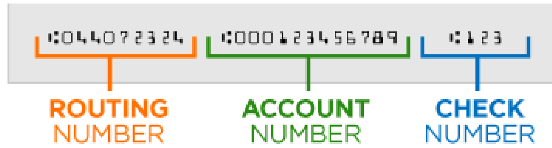
This **To Do** is a reminder that when you hire an employee, you need to enter their Direct Deposit information.

1. Type the employee's name in the **Search** field, and then press enter.
2. Click **Related Actions** icon to the right of the name.
3. Click **Personal Data**, select **Maintain Payment Elections for Worker**.
4. Click **Add Elections** on the next screen.
5. The following fields will auto-populate:
   a. **Payment Type** – Direct Deposit.

   b. **Use for Pay Type** – the Payroll box will be checked.

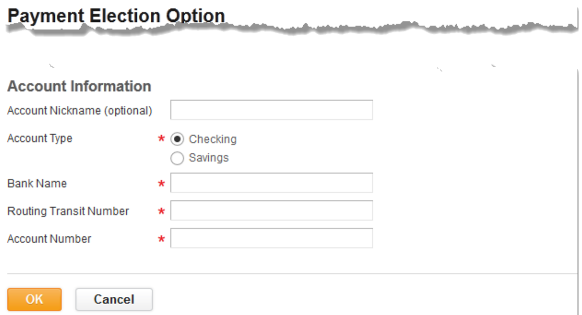
6. You need to complete the following fields in the **Account Information** section:
   c. **Account Nickname (optional)** – this field is optional … you do not need to complete.
   d. **Account Type** – this will default to **Checking**. If necessary, click **Savings.**
   e. **Bank Name** (*** required**) – enter the employee's bank name from the employee's voided check.
   f. **Routing Transit Number** (*** required**) – enter the bank routing number.

      This is the first nine numbers on the bottom of the voided check.



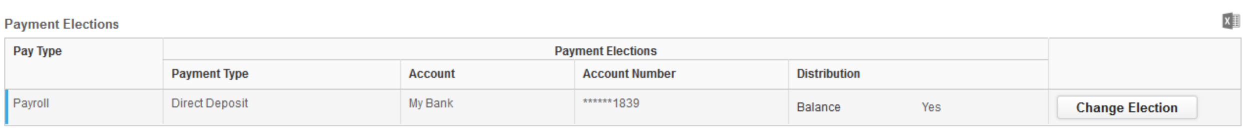
   g. **Account Number** (*** required**) – enter the employee's bank account number.

      This is the number between the routing number and the cheque number (could be anywhere from seven to twelve digits.

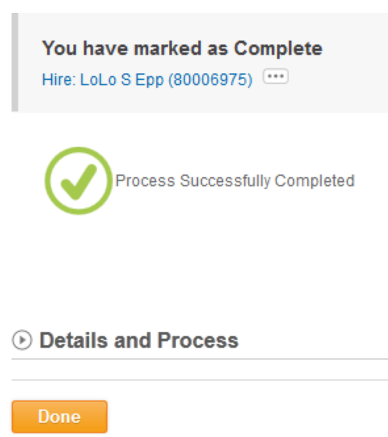


7. Click **OK.**
8. The next screen will display the account information you just entered. If you need to add another account, click **Add Account**, and then add all applicable information for the new account.

   If you add more than one account at this juncture, you will need to tell the system how much goes to each account (whether by dollar amount or by percentage), and you will need to specific which account is to receive the balance of the amount. Please refer to the Direct Deposit user guide to assist you with multiple payment elections for an employee.



9. Click **OK.**
10. Click **Done.**
11. Click **Enter Direct Deposit Information** for this employee in your Inbox. Click **Submit**.
12. Click **Done**; this will remove the item from your Inbox.



The process now goes to the employee to complete her/his Benefit Elections. Once the employee has made her/his Benefit Elections …

The next step is to Review for retro adjustments: Benefit Change – Administrative Correction … click To Do.

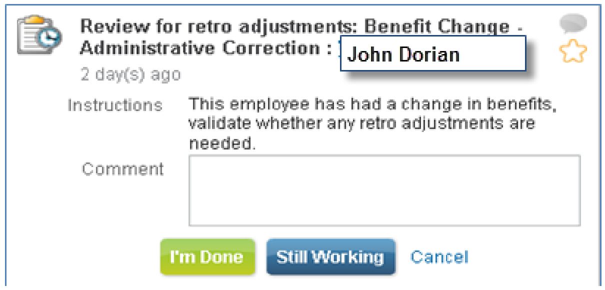
Review for retro adjustments: Benefit Change - Administrative Correction

This **To Do** is a reminder to verify if new hires need their benefits to be retro adjusted for payroll. In order for the hire process to be considered complete, you need to click this item in your Inbox, whether or not you need to make retro adjustments for this employee.

Hover your mouse cursor over the Review for retro adjustment: Benefit Change – Administrative Correction To Do in your Inbox.

1. Click Complete To Do.

2. Click **I’m Done.** This removes the item from your Inbox AND finalizes the benefit event for the employee.



Initiate Onboarding Procedures

This is a **To Do** to remind you to initiate onboarding procedures. There is not an onboarding process for the State yet, but if your agency has internal onboarding procedures/records to be updated, this will serve as a reminder. Enter any comments, and then select one of the following:

1. **Completed** – if you have entered the employee’s work email address.
2. **In Progress** – if you want to leave this To Do active but not have entered the employee’s work email address.
3. **Cancel** – to cancel the process and return the item to your Inbox.

The next step is for the employee to go into the Employee Work Center to change their benefits. You will receive a notification in your Inbox that the hiring process is completed.

LINK Help Desk Contact Information

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

URL: https://ciohelpdesk.nebraska.gov/User/
Email: as.linkhelp@nebraska.gov
Phone: 402.471.6234